

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: RISK ANALYST (Staff Analyst II)
(Risk Management and Insurance)

JOB REQUISITION: 2504

LOCATION: SAN FRANCISCO

DEPARTMENT STATEMENT

The Risk Analyst (Staff Analyst II), with the Office of Court Construction and Management (OCCM), will perform general analytical work in support of projects and programs for OCCM's Risk Management and Insurance Team.

RESPONSIBILITIES

- Establish and implement administrative procedures for a newly developed team;
- Develop and manage status tracking records for projects and contract work orders;
- Manage risk management information system;
- Compile COPE summary information;
- Maintain financial records;
- Interact regularly with brokers, TPA(s), and insurers;
- Determine appropriate contact and follow-up with various counties to gather insurance related records and underwriting specifications;
- Provide assistance to court facilities regarding insurance and risk program and claim reporting procedures;
- Assist staff in evaluating the work and work flow of the unit, program, or project and assists in developing work systems;
- Assists in conducting special studies and developing recommendations;
- Prepare, compile and calculate costs of projects or programs;
- Prepare general correspondence, reports and memoranda as assigned by staff and manager;
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree and two years of professional analytical experience.

Experience in a field related to the work may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the two years of required experience.

DESIRABLE QUALIFICATIONS

The successful candidate will have:

- Experience in gathering data, analyzing findings, and preparing analytical reports and recommendations;
- Advanced level skill in word processing (including mail-merge); and
- Demonstrated experience with presentation software, spreadsheet applications, and relational databases.

The ability to:

- Organize and prioritize work; coordinate multiple work activities and meet critical deadlines;
- Work collaboratively with staff in other offices and organizations; and
- Interpret, explain, and apply requirements, rules, and regulations related to issues in the assigned program areas;
- Organize and summarize data and information; and
- Demonstrated proven experience communicating with staff at all levels.

Previous experience in or knowledge of the insurance industry is highly desirable.

HOW TO APPLY

1) This position requires the submission of our official application. This position will remain open until filled.

To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities (architect/engineer)", and refer to Risk Analyst, Job Req #2504".

OR

2) To request a printed application, please contact:

Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102
 (415) 865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: \$4,411 - 5,361 per month
 (Starting salary may vary between \$4,411 and \$4,852 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

A supplemental questionnaire follows this announcement.

SUPPLEMENTAL QUESTIONS

This supplemental questionnaire must be completed and returned with your application in order for your application to be considered for review. This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications.

1. Please describe the types of analytical projects you have worked on, your role in these projects, and for which employer(s) you performed this function.
2. Do you have experience in or knowledge of the insurance industry?
3. Briefly describe your experience in or knowledge of the insurance industry.
4. Identify your level of proficiency with MS Excel.
5. Identify your level of proficiency with MS Word.
6. Identify your level of proficiency with MS PowerPoint.
7. Describe your experience with advanced word processing functions such as tables and mail merge.
8. Do you have experience in taking minutes at meetings? If so, briefly describe the scope and depth of your relevant experience.
9. Describe your experience coordinating projects or programs. Please include the size of the project or program and your role in relation to the project or program.
10. Please list any other word processing, spreadsheet, or graphic presentation applications that you have used.
11. Please describe your experience in preparing, proofreading, and editing written materials.